



RECORDS RETENTION AND DISPOSITION SCHEDULE

Insurance, Department of. Company Records Division.

Agency: Company Records Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	83-67	ANNUAL STATEMENTS-INDIANA COMPANIES Annual statements of all licensed domestic companies; includes life, other-than-life, fraternal, and title insurance companies. (I.C. 27-1-20-21)	MICROFILM according to 60 IAC 2, two (2) years after the annual financial statement has been filed with the DEPARTMENT OF INSURANCE. TRANSFER original (archival) roll and duplicate negative roll to the INDIANA ARCHIVES. TRANSFER annual alphabetical Insurance Company Master Listing with NAIC numbers to the INDIANA ARCHIVES at the same time as microfilm transfer. DESTROY hard copy records after verification of the microfilm for completeness and legibility.
2	79-4170	REPORT OF SECURITIES, SF 37027 Record of deposits and withdrawals made by insurance companies on their security deposits; alphabetical arrangement.	DESTROY after the company dissolves or is liquidated and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	83-60	NAIC BIOGRAPHICAL AFFIDAVIT, ATTACHMENT B, (NO SF # SHOWN) Biographical information on insurance company officers and directors; arranged alphabetically by insurance company.	DESTROY when outdated or replaced.
4	83-68	ANNUAL STATEMENTS - FOREIGN COMPANIES These are the annual statements of all licensed foreign and alien insurance companies; includes life, property and casualty, fraternal, reciprocal, title insurance companies and HMOs.	TRANSFER to the RECORDS CENTER two (2) years after the filing deadline (March first). DESTROY after an additional one (1) year in the RECORDS CENTER. TOTAL RETENTION: Three (3) years after the filing deadline.
5	83-69	CONSOLIDATED ANNUAL STATEMENTS Any Indiana property and casualty insurance company that has more than one (1) company affiliated with it must file a consolidated annual statement. This also applies to a foreign company which has a subsidiary that is an Indiana company (pursuant to NAIC Guidelines) Arranged numerically by NAIC numbers.	DESTROY one (1) year after outdated or replaced.
6	83-70	QUARTERLY REPORTING STATEMENTS All domestic insurance companies must file a quarterly financial statement. Arranged numerically by NAIC number.	DESTROY after the next quarterly or annual statement is filed.
7	83-72	EXAMINATION REPORTS - INDIANA The Department of Insurance shall make an examination of each Indiana insurance company at least once every three (3) years, and HMOs (Health Maintenance Organizations) have a five (5) year examination cycle. These are the results of those examinations. Confidential, [IC 27-1-3-11 (1993 Edition) and IC 27-1-3-10.5, (1997 Supplement)]. Retention based on IC 27-1-3.1-8 (a) (2), (1993 Edition) and IC 27-13-23-1, (1997 Supplement)..	RETAIN the five(5) most current examination reports of each insurance company and the three (3) most recent HMO examinations.
8	83-84	BANK STATEMENTS Annual statements from a bank at the end of each calendar year list all holdings of an insurance company on deposit with the Department of Insurance as of that date. Arranged alphabetically by company.	DESTROY three (3) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
9	83-85	SECURITIES CORRESPONDENCE Includes any correspondence with an insurance company having to do with securities; arranged alphabetically by insurance company having the security deposit.	TRANSFER to CLOSED OUT FILES when security deposit is withdrawn.

10	83-86	CLOSED OUT FILES Correspondence files of companies whose security deposit has been withdrawn. Typical file contains correspondence, Report of Securities, (State Form 37027) and fidelity/surety bonds that have expired, been cancelled, or been replaced. Alphabetical arrangement,	TRANSFER to the RECORDS CENTER five (5) years after the file has been closed out. DESTROY after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after the file has been closed out.
11	83-88	QUARTERLY VALUATION REPORTS (QVRs) This report of reserves coverage in any given quarter is required for Indiana life insurance companies only.	DESTROY five (5) years after the end of the last calendar quarter in which the report was received.
12	83-89	FIDELITY OR SURETY BONDS The original or a certified duplicate must be filed with the Department of Insurance before a company receives certificate of authority to do business in Indiana (I.C. 27-1-7-14); to protect the company against any loss due to fraud, dishonesty or disappearance.	TRANSFER to SECURITIES CORRESPONDENCE when bond expires, is cancelled or replaced.
13	83-90	ACQUISITION LISTINGS The Department of Insurance requires domestic life insurance companies to report at quarterly intervals a listing of assets acquired (I.C. 27-1-12-11(g), 1997 Supplement) This report is furnished on diskettes along with an affidavit for same. Alphabetical arrangement.	DESTROY one (1) year after the last calendar quarter in which the report was received.
14	98-23	EXAMINATION REPORTS-FOREIGN COMPANIES These are market conduct and financial examination reports sent to the Department of Insurance by foreign insurance companies after their required exam is completed. Arranged numerically by NAIC Number. Confidential, {IC 27-1-3-11, (1993 Edition) and IC 37-1-3-10.5, (1997 Supplement)}. Retention consistent with IC 27-1-3.1-8 (a) (2), (1993 Edition).	DESTROY five (5) years after completion of the last required examination.
15	98-24	AUDITED FINANCIAL REPORTS These records are comprised of audited financial reports done for insurance companies by accounting firms, Numerical arrangement by NAIC number.	DESTROY two (2) years after receipt of the last audited financial report.
16	98-25	STATEMENT OF CONDITION This is a record of foreign companies' Summary of Assets which must be published in Indiana newspapers. Alphabetical arrangement by newspaper name.	DESTROY one (1) year after the year of publication.
17	98-26	CERTIFICATES OF AUTHORITY This is the record of the certificate that the Department of Insurance issues to insurance companies and HMOs, giving these companies the authority to conduct business in the state of Indiana. Primary arrangement is by foreign or domestic company and then by the type of company and alphabetical company name.	DESTROY two (2) years after the company is no longer authorized to conduct business.
18	98-27	CORPORATE FILES This is a record of the formation of the company, including by-laws, articles of incorporation, lists of officers and directors and any related documents.	DESTROY two (2) years after the company has been dissolved, withdrawn or totally liquidated.
19	98-28	REPORT OF STATUTORY DEPOSITS, SF 45443 This is a record of deposits and withdrawals made by Health Maintenance Organizations (HMOs) on their security deposits. Alphabetical arrangement.	DESTROY after the company dissolves or is liquidated and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.